

Tiverton Library Services Building Committee

MEETING MINUTES

**13 January 2010
7 PM, Essex**

Present:	Kathy Ryan, Ginny Eagan, Mark Rapp, Bill Anderson, Don Wilbur, Eileen Browning, Leroy Kendricks, Kerry Kennedy
Absent:	Barbara Donnelly, Ann Grealish-Rust, Lee Hoyer, Greg Jones, Dick Bixby
Guest:	Sheila Kauffmann

Members

- New members, approved by the Trustees, of the Tiverton Library Services Building Committee
 - ⇒ Kerry Kennedy
 - ⇒ Leroy Kendricks

December Minutes

- Meeting minutes of 16 December 2009 were presented. Motion to accept by Eileen Browning and second by Leroy Kendricks; committee voted to accept.

Treasurer's Report

- Ginny Egan presented the Treasurer's report of 11 January 2010. Motion to accept by Eileen Browning and second by Leroy Kendricks; committee voted to accept

Library Reports

- General – A motion was made to ask the Foundation, the Trustees and the Friends to forward copies of their approved meeting minutes to the Secretary of the Building Committee. Motion to accept by Leroy Kendricks, second by Kerry Kennedy. Committee voted to accept.
- Charter – The committee is aware that a Charter for the TPLSBC is being reviewed by the Trustees. A motion was made to ask the Trustees for a copy of the Charter, when it is approved by the Trustees. Motion to accept by Kerry Kennedy, second by Leroy Kendricks. Committee voted to accept.
- Foundation – no report at this time

- Needs Statement – A preliminary Needs Statement was presented and reviewed. After some discussion it was decided that the Building Committee will work with the other groups and offer suggestions and corrections as the process moves forward so that the statement is factual, accurate and up to date. This process will be clarified when the building Committee receives a copy of the Charter.
- DPA – A project update from Doug Kallfelz of DPA was reviewed and discussed by the members. It was suggested that the building committee, along with members of the Trustees, Friends, Foundation and Staff from Essex and Union meet with DPA to review the design and give final guidance. To keep the meeting manageable, if all members of the building committee attend, each of the other groups will be represented. Kathy will work with the Union staff to get one person to attend. The meeting is tentatively scheduled for Tuesday 9 February 2010 at around 6. Kathy and Ginny will work together to coordinate members, DPA and scout out a location that can accommodate a large group. The Essex will be a fall back location.

Site Work

- Don Wilbur expressed concern about the progress and process of the test borings for the soil. He strongly suggests that we use a local contractor, one familiar with the area and with a stake in the community. The committee agrees and recommended that Don work with Dick and Bill Smith to clarify the process and keep a keen eye on the borings and test reports.

Grant writing

- Eileen reported that she is making progress on several fronts. Some grants must wait until some of the funding is in place; others are for programs which cannot be in place until the building is completed.
- She will be attending a meeting on January 19th to meet with the RI Foundation to clarify their process and what may be available.

Marketing and Communications

- The subcommittee met prior to this meeting and came up with the following suggestions
 - ⇒ Settle on a name for the Library. One which is more than a library and shows that it is part of the entire community

- ⇒ Work with Dan Barry to set up the process and discuss how to move forward.
- ⇒ Set up an exploratory meeting with all library groups to get their input
- ⇒ Clarify that marketing and communications is part of the foundation and the fundraising process.

New Business

- Kathy suggests that each of the members submit a copy of their résumé to be kept on file. Each member will begin to submit them to Kathy at their convenience.

Meetings

- A summary presentation, by DPA, is scheduled for Tuesday 9 February 2010, 6 PM, location to be determined. (Tentative)
- The next meeting will be Wednesday 10 February 2010, 7 PM at the Essex Library.

Adjourn

- Motion to adjourn by Leroy Kendricks, second by Eileen Browning. Committee voted to accept.

END OF MINUTES